

# Santa Rosa County EOC Activation Schedule

<u>EVENT</u>	<u>TIME</u>	<u>LOCATION</u>	<u>REMARKS</u>
Situation report 1	0700	EOC (groove)	Due from sections 1 hr prior
Staff meeting	0715	Conference room	Discuss daily events
Breakfast	0730-0900	Served from Kitchen	****
PIO news conference	0900	Media room	Spokespersons may participate
Weather conference call	0930	Directors office	
State EOC conference call	1015	EOC	
Lunch	1130-1300	Served from Kitchen	****
PIO news conference	1400	Media room	Spokespersons may participate
Weather conference call	1530	Directors office	
State EOC conference call	1615	EOC	
Staff meeting (IAP)	1700-1730	Conference room	Develop IAP
Dinner	1700-1900	Served from Kitchen	****
Policy group meeting	1730	Conference room	
Devotional	1800	Training room	If clergy available
Situation report 2	1900	EOC (groove)	Due from sections 1 hr prior
PIO news conference	1930	Media room	Spokespersons may participate

During a full activation, news conferences will generally follow the scheduled above. Time sensitive information will be released as available. The news conference schedule and any media tours will be e-mailed to all media who are on the distribution list the day before, or as the situation allows. The schedule will also be posted in the EOC Media Room.

Santa Rosa lead PIO shifts are approximately 6:30 a.m.-8: 30 p.m. and 7:30 p.m. to 7 a.m.